

**Minutes of 5th Annual General Meeting**

**21 February 2017 19.00 hrs @ Houghton Regis Town Council Office**

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| **Present** **Apologies** | **Members (volunteers)**  Eric Gallucci (Chair), Betty Todd (Vice-Chair), Jenny Gallucci (Secretary), Sheila North (Treasurer), Rae Bird, Carol Butler, Tony Butler, Roger Croft, Susan Goodchild, Jean Heath, Joan Hensbrey, Rita Hicks, Jo Hillyard, Terry Jones, Theresa O’Shea, Gavin Shaw, Alan Winter  **Guests**  Cllr Carole Hegley (CBC), Cllr Ken Wattingham, Cllr Chris Slough, Sue Slough, Cllr David Abbott, Bonita Abbott, Tara Earnshaw, Keith Wallis, Val Wallis, Ruth Shaw, David Jones  **Guest speaker:** Kayleigh Jean, Beds Fire and Rescue Service ------------------------------------------------------------------------------------------- **Members (volunteers):** Sandie Curneen, Laura Hart, Beka Hillyard, Linda Johnson, Angela Kings, Kev Merridrew, Charlie Miller, Philip Osborne, Peter Todd, Anne White, Paul White  **Guests:** Andrew Selous M.P., Julie Ogley (Director Social Care, Health & Housing), Mike Fayers (BRCC), Clare Evans (HRTC), Sarah Gelsthorp (HRTC), Cllr Laura Ellaway |
| 1. **Welcome and Apologies:**   EG (Chair) welcomed members and guests to the 5th Annual General Meeting of Houghton Regis Helpers.  Apologies received from several members and invited guests   1. **Minutes of previous AGM held 23 February 2016 –** unanimously agreed as a true record and signed by Chair. There were no matters arising. 2. **Annual Report 2016 – presented by JG:**   *All attendees received a copy of the Annual Report, which includes a welcome from the Chair, and a copy is included with these Minutes in Houghton Regis Helpers records*  Highlights of the Year 2016: achieving Volunteer Group of the Year Award, presented at Central Bedfordshire’s Cheering Volunteering Awards; supporting the local community in Clarkes Way for the tree-planting ceremony to commemorate HM Queen Elizabeth II 90th Birthday; Christmas Afternoon Tea for local residents, and winning Best Stall at Carnival. Other events in 2016 included Pancake Race Day; training and network meetings attended by volunteers; volunteer events and promotional events. Once again volunteers provided the teas at May Fayre and supported the Celebration of Christmas event at the Grove Theatre.  Volunteers & Clients 2016: we welcomed four new volunteers during the year bringing the number of volunteers to 35. Volunteers completed 1312 jobs in 2016, compared to just over 900 in 2015. All figures are based on the quarterly returns made to BRCC (Beds Rural Communities Charity)  115 local residents received help in 2016, and we responded to requests for help from other callers from out of the area, from other organisations and from statutory bodies. 41 residents requested help in 2016 who had not called before.  The Annual Report includes a graph summarising the number and types of jobs carried out during 2015 and 2016. Largest areas of growth have been in befriending visits, gardening, DIY and electrical, advocacy and advice, and driving (both to medical appointments and other outings)  Other help: JG commented on work completed by teams of volunteers, including gardening and the wide range of DIY jobs we are called on to help with; helping the Town Council with deliveries of the Town Crier and supporting Santa’s Grotto.  Policies and Procedures: JG referred to the organisation’s policies and procedures, which are regularly reviewed. During 2016 a detailed Risk Assessment of the activities of the Helpers, covering risks to both volunteers and clients, was agreed and copies available at the meeting.  Events coming up in 2017: a list of events coming up in the first six months of 2017 is included on the back cover of the report and a request for help at events was made. Additional to the events listed JG provided information on the Red Nose Day event in Bedford Square on 24 March – arranged by the Town Council.  Thanks: JG thanked volunteers for their hard work and support. Thanks too given to the Town Council for the use of the Council Chamber for meetings; to Asda Dunstable for their generous donation of £200 during 2016; and to Morrisons Houghton Regis for donations towards Carnival prizes and for the Christmas tea.   1. **Receiving Accounts – Financial Statement 2016, presented by SN:**   *All attendees received a copy of the Income and Expenditure Account for year ending 31 December 2016. A copy is included with these Minutes in Houghton Regis Helpers records.*  SN reported on a healthy end of year balance.  Income for the year was lower than 2015, accounted for by the fact that in 2015 we received a generous donation from LoTSU. However we did receive £200 from Asda and gardening donations have increased from £200 to £491. SN commented that this reflects the hard work of volunteers and the generosity of our clients.  Expenditure in 2016 was £815 lower than in 2015, but in 2015 £986.78 was spent from restricted funds on uniforms. Increased expenditure on the website reflects the new Weebly website, which is paid up to August 2018 as is the domain name also. Advertising has increased with the purchase of business cards, fridge magnets, car stickers and Christmas cards.  Balance c/f at end of 2016: £2750.84    SN thanked David Jones for acting as independent examiner of the accounts, stepping in at short notice. His advice and assistance is much appreciated.  JG informed members about the newly formed website, agreed on the recommendation of the website administrator AW who had experienced problems with the former website provider during 2016. The new site is more professional and easier to browse.  RB commented that the organisation is lucky to have the regular income from the delivery of the Town Criers and thanked the volunteers who carry out this task so efficiently.  EG thanked SN for her report and thanked DJ for his help and support in examining the accounts. EG asked, on behalf of members, if DJ would be willing to accept the role for 2017 – DJ agreed, saying he is happy to support the organisation.   1. **Election of Honorary Officers:**   The roles of Vice-Chair and Secretary were due for election at this AGM for 2 year period of office.  Terry Jones nominated as Vice-Chair – a unanimous vote given by members to appoint TJ  Jenny Gallucci nominated as Secretary - a unanimous vote given by members to appoint JG  Officers EG as Chair and SN as Treasurer remain in post until the AGM 2018   1. **Election of Committee:**   The following committee members were nominated for re-election: RB, CB, SG, AK, BT and PT.  All were unanimously re-elected.   1. **Volunteer comments:**   EG invited volunteers to comment or give feedback.  SG thanked JG for her words of thanks to volunteers, adding that behind every organisation there is a lot of hard work, and that although we are a team she would like to give formal thanks to JG for her leadership of the team.  **There was no other business**  EG closed the meeting by thanking everyone for attending and for their support during 2016.  Formal Annual General Meeting ended at 19.40  *Following the AGM EG welcomed Kayleigh Jean, Area Community Safety Officer, Bedfordshire Fire and Rescue Service, who gave an interesting and informative talk on Staying Safe and Well in the Home*    The evening closed at 21.00 hrs Minutes by JG 25.02.2017 | | |